

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Health Educator I		
<b>TITLE CODE:</b> 2808	<b>SERIES:</b> Health Education	
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$12.15-15.16/HR</b> <b>GRADE: 15</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.	
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Health Education Director		
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT		

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Orients core functions and essential services to the local health department, assists in the identification of community health needs, participates in health education program planning, promotes positive health behaviors and works to reduce or eliminate health risk behaviors, documents services provided in a professional manner and maintains confidentiality. Participates in the health education evaluation process, communicates effectively, develops and implements a plan of continued professional growth and development.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Graduate of a college or university with a bachelor's degree

**EXPERIENCE:** Must have one (1) year of health related or education experience

**SUBSTITUTION CLAUSE:** See below

**EDUCATION:** N/A

**EXPERIENCE:** Master's degree or bachelor's degree in health or human services fields will substitute for one (1) year experience required. A professional license in the health or human services fields will substitute for an additional year of experience.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) None

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Attends orientation sessions to develop an understanding of the role of the clinic in health assessment problems, meets with members of the community to establish a working relationship, becomes familiar with available community resources, assists in exchanging information with various organizations and agencies concerning health needs of the community, assists in assembling materials to be utilized, gathers health information for the public relative to the specialized programs, distributes health education materials by a variety of methods, provides services according to the guidelines set by the Public Health Practice Reference/Administrative Reference (PHPR/AR), participates as a team member, having a basic understanding of the team process, demonstrates an awareness of public service announcements (PSA) and assists in writing public service announcements for radio and television, submits written material to assigned supervisor for approval, determines working contacts with radio, TV and newspaper personnel. Collects and analyzes data for health program needs.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office or in a community setting.

### **ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 7/1/06

**DATE OF LAST REVISION:** 01/15/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.